

# THE CATHOLIC CENTER AT THE UNIVERSITY OF GEORGIA

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The Catholic Center at the University of Georgia is seeking a part-time position of Student Assistant in Buildings & Grounds.

## Job Description

The Catholic Center is seeking a Student Assistant in Buildings & Grounds to join our staff and provide logistical, event, and operational support.

## Key Responsibilities

- **Event support:** Help with planning, coordinating, and setting up for church events and student gatherings.
- **Volunteer coordination:** Help organize student volunteer opportunities and maintain participation records.
- **Facility oversight:** Ensure that meeting spaces, supplies, and materials are organized and well-maintained.
- **Community engagement:** Greet visitors and help create a welcoming atmosphere for students and parishioners.

## Qualifications and Skills

- **Currently enrolled UGA student:** Must be a currently enrolled student in good academic standing.
- **Faith-aligned:** Must have a strong understanding of and respect for the Catholic Faith and mission.
- **Organized and detail-oriented:** Ability to multitask and manage time effectively.
- **Communication skills:** Strong written and verbal communication skills.
- **Dependable and professional:** Ability to handle confidential information and work independently.

## Details

- **Position:** Part-time staff
- **Hours:** 20–25 hours per week (including some evenings and weekends for events)
- **Schedule:** Flexible

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- **Location:** In person at The Catholic Center at UGA
- **Start date:** As soon as you are able

## Why Join Us?

- Flexible schedule to accommodate your class load.
- Gain valuable administrative and leadership experience
- Make a meaningful impact in The Catholic Center community at UGA.

## How to Apply

If you are passionate about supporting a faith-driven community and gaining valuable professional experience, we encourage you to apply! All offers of employment are contingent upon a satisfactory background check. For those interested in applying, please submit your resume and a cover letter explaining your interest and qualifications to [bulletin@ccatuga.org](mailto:bulletin@ccatuga.org).